



Commonwealth of Kentucky  
Personnel Cabinet  
Request to Inspect or Copy Public Records  
**OPEN RECORDS REQUEST**

TO: Custodian of Records  
Office of Legal Services  
501 High Street, 3<sup>rd</sup> Floor  
Frankfort, KY 40601  
FAX: 502/564-7603

DATE: \_\_\_\_\_

I request to inspect personnel documents checked below pertaining to:

*(Name of party whose records are being requested, or description of record)*

- |  |   |
|--|---|
| <input type="checkbox"/> Most Recent Application | <input type="checkbox"/> PAN Actions List     |
| <input type="checkbox"/> Most Recent PAN         | <input type="checkbox"/> Disciplinary Actions |
| <input type="checkbox"/> Other (Specify): _____  |   |

Copies will be billed @ 10¢ per page + postage. If documents are to be mailed, payment may be made by personal check or money order make payable to the **Kentucky State Treasurer** and mailed to the Personnel Cabinet, State Office Building, 3<sup>rd</sup> Floor, 501 High Street, Frankfort, KY 40601. Cash payment may be made if documents are to be picked up. Documents will be released upon receipt of payment.

Signature

Printed Name

Address

Daytime Phone # (mandatory)

E-mail Address

**DISPOSITION**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Request granted         | <input type="checkbox"/> Records not found                    | <input type="checkbox"/> Request denied |
| <input type="checkbox"/> Request granted in part | <input type="checkbox"/> Request deferred (lacks specificity) |   |

Copies @ 10¢ per page= \$ \_\_\_\_\_

Postage= \$ \_\_\_\_\_  
Total= \$ \_\_\_\_\_

Signature of Custodian  
Personnel Cabinet

Date

K.R.S. §61.878(1)(a) exempts records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy. Any information of a strictly personal nature will be redacted from any document containing such information as per K.R.S. §61.878(4). The Personnel Cabinet makes reasonable efforts to notify the subject of a request that a request is pending.